

**ATHENS-CLARKE COUNTY LIBRARY BOARD
2021 ATTENDANCE RECORD**

	January	April	July	October
Svea Bogue	X	X	X	x
Erin Boydstun	Absent	Absent	X	X
Courtney Clark	X	X	Absent	Absent
Theresa Cullen	X	X	x	X
Julie Darnell	X	X	x	X
Stephanie Hall	X	X	Absent	X
Alice Hunt	X	Absent	X	x
Materance Jordan	X	X	Absent	Absent
Hayley Cox	X	x	x	x
Annice Ritter	X	X	X	x
Jane Russell	X	Absent	X	X
Ruth Vernotico	Absent	x	Absent	Absent
John Timmons	X	X	X	X
Holly Kaplan	X	X	resigned	resigned
Marie Mize	X	X	x	x
David "Chip" Woods	X	X	X	X
Steve Mason	n/a	n/a	n/a	X first meeting

ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES

Tuesday, January 12, 2021

AGENDA

- I. Call to order
- II. Announcements
- III. Public Comment [3-minute limit]
- IV. Approval of October 13, 2020 Minutes, Regular Meeting,
- V. Approval of the January 12, 2021, Meeting Agenda
- VI. Acceptance of Financial Report, FY2021 Q2. prepared by Mamie Fike, Business Manager
- VII. Committee Reports
 - Endowment – David Baker presentation
 - Friends
 - Winterville
- VIII. Director's Report
- IX. Communications
- X. New Business
 - a. Updated Board List
 - b. Updated Committee List
 - c. New Business
- XI. Board Actions
 - a. Approval to use SPLOST funds in the approximate amount of \$6,700 for an upgraded ventilation system at the Headquarters Branch.
 - b. Approval to use approximately \$270 COVID Restricted account for an upgraded ventilation system at the Pinewoods Branch
 - c. Approval to submit the 2022 budget proposal to the ACCUG Finance Department
 - d. Approval for Friends Liaison appointment from that Board
- XII. Old Business
- XIII. Adjourn

Next Meeting – April 13, 2021 at 4 pm

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, January 12, 2021 Meeting
Athens-Clarke County Library Board Room

Chair Russell called the meeting to order at 4:02 pm. Trustees in attendance are Ms. Bogue, Ms. Clark, Ms. Cox, Ms. Cullen, Ms. Darnell, Ms. Hall, Ms. Hunt, Ms. Kaplan, Mr. Jordan, Ms. Mize, Ms. Ritter, Chair Russell, Mr. Timmons, and Mr. Woods. Absent was Ms. Boydston, and Mr. Vernotico. Staff members present were Ms. Bell, Ms. Eades, Ms. Fike, Ms. Green, Ms. Mead, Ms. Plaksin, Ms. Schumman, Ms. Shull and Ms. Moncrief.

Announcements: None

Public Comment: None

Approval of Minutes:

- The Draft Minutes from the October 13, 2020 regular meeting were unanimously approved.

Approval of Agenda:

- The Agenda was then adopted and unanimously approved. (Motioned by Ms. Bofue, Seconded by Ms. Ritter)

Financial Report:

- FY2021 – Q2, unanimously approved. (Motioned by Ms. Cullen, Seconded by Ms. Hunt)

Committee Reports:

Endowment

- Mr. David Baker, consultant of Giving Design gave a short presentation about changes to the Athens-Clarke County Library Endowment. We have been working to create a more active and productive roll for the Endowment Fund. There was an enormous amount of activity when it was created but has since taken a backseat to other projects. With the changes I will go over, we will begin to move the Endowment Fund to a leading fundraising organization to promote the Athens-Clarke County Library. The name will be changed from The Athens-Clarke County Endowment Fund, Inc. to Athens-Clarke County Foundation, Inc. The changes will allow Non-Endowed and Endowment funds to be raised to be used for the focus of the original endowment of Early Childhood Education, Welcoming and Engaging Services, Tech and Collaboration, Community Enrichment, and Lifelong Learning. The change will allow restricted and unrestricted funds to be used to broaden the foundation's purpose. Two other items have been added for your protection:

1. The Athens-Clarke County Library System is the sole member. This will only allow funds to be used for the Library and its purpose in the future.
2. You will appoint one Designated Board member from the Athens-Clarke County Board of Trustees along with the Executive Director to be Board Members of the Endowment Foundation to protect the interests of the library and to ensure proper allocation of funds has been completed.

We will be looking to have a Board of 9 -12 people who can help with fundraising and promotion of the library. There are two Action Items we need to discuss in order to move forward. Acceptance of a general member to the Foundation from the Board of Trustees and to appoint that member.

- Motion to accept that a member of the Board of Trustees will be appointed to the Athens-Clarke County Foundation, Inc by Ms. Bogue, Seconded by Ms. Cullen, Unanimously approved.
- Motion to appoint Designated Member Svea Bogue of the Athens-Clarke County Board of Trustees to the Board of the Athens-Clarke County Foundation, Inc. by Mr. Timmons, Seconded by Ms. Clark. Unanimously approved.
- Director Valerie Bell will automatically serve as an additional member of the Athens-Clarke County Foundation, Inc. Board.

Friends of the Library

- Ms. Russell reported the Friends had another virtual book sale and approximately 85 boxes of books were sold which raised around \$2,000. They are starting to look for alternative fundraising ideas. Since there are no book sales they have continued to stop donations.
- The Friends are considering donating books to prisons in order to put the books on hand to good use.

Winterville –

- Ms. Mize reported that the Winterville advisory board's chair, Scott Oliver will be stepping down and a new chair will be appointed in April 2021. The Board is continuing its search for more board members throughout the community. Please spread the word.
- The branch book club has been meeting via email chats rather than zoom due to the problems with the internet in the area.
- The branch has been receiving about 10 patrons a day. The staff has been terrific through this pandemic.
- I will be serving as the Winterville representative for another year.

Director's Report:

News and Updates from the State

- Through an IMLS CARES Grant, the Georgia Public Library Service will reimburse ARLS an additional \$3,745 for Personal Protective Equipment. Before the end of last fiscal year (June 2020) GPLS through a grant reimbursed ARLS a little over \$6,000. This new and additional funding is good news since the ARLS restricted account for COVID PPE was down to \$608.61. The ACCL restricted account for PPE is currently holding at \$3,528.03.

- Julie Walker, State Librarian, informed us that all library staff could register for COVID vaccine as “essential workers”. This information was shared with all staff. It is not mandatory though and was sent as informational. I suggested staff speak with their personal physician to see what the best course of action would be for them.
- **Covid Updates:** We continue to work under COVID restrictions for limited hours and limited in library use. Both Curbside and Grab and Go services have a steady flow of users and our patrons are appreciative. After School hours for the Teen section have not increased dramatically. However, Jen Schumann, our new Teen Specialist has increased the number of virtual programs. Please do read her section of this report for more information.
- The rather expensive ventilation upgrade is underway. I do not have an estimated time for completion, but I am hopeful it will be soon. I do not expect to increase library operating hours until the upgraded ventilation system is in place and functioning – perhaps by February.
- Nate Rall, Construction and Facilities Director for GPLS has agreed to a 90% reimbursement for the system, so we will only have to dip into SPLOST for about \$6,700. Our system is so expensive due to the size of headquarters. Winterville City paid for their upgrade and they have already been reimbursed 90% of their investment. Pinewoods is scheduled for an upgrade as well and at 90% that should be approximately \$270. I would like to use our COVID Restricted account funds to pay. *(Action Item)*

Budget:

- The proposed budget for fiscal year 2022 is attached. It has been reviewed by the finance committee. The only increase we requested for this year is a salary increase for staff and the mandated TRS increase. *(Action Item)*

ACCL Updates

- I spoke with Keith Saunders about our SPLOST funding. We currently have \$750,000 total from all categories. This is not counting the HVAC upgrade. I am being deliberately cautious with these funds since we do not know when revenues for the new SPLOST will be collected.
- Greg Deal, our Information Technology Manager, has completed our E-rate and Lib-tech requests. We are being audited this year for the first time. We will inform you of the results.
- Greg and his team are also working on the print management system (this was saved as restricted funds in FY19 & FY20) for a total of \$25,000. We do not expect to use the entire amount. Progress on the new print management system should start (and hopefully conclude) before the next quarterly report. This is a very nice system which will accept credit cards and offer mobile printing and print on demand. So, a patron using their device will be able to send their document to our

print station. Even patrons working from home will be able to send their documents to our print station to be picked up at their convenience. This is great news especially while we are still offering curbside document delivery.

- The new Library Van makeover is finally complete. If you will recall, a new van was approved for ARLS in FY 2018 with signal boosted wireless approved in 2020. The van has been purchased, it has been graphically wrapped, and just recently we had the broadband wireless signal and solar panels installed. The plan is to use the van to travel around the region to locations that do not have broadband access. That is still being worked out. In the meantime, we have registered for the MLK Day Parade as our first real public outing for the Van. Many thanks to Sue Plaksin, Greg Deal and Rhannon Eades for making all this happen.
- Looking through the COVID pandemic to better times, the Digital Media Lab will be getting an upgrade/expansion. We received county approval to combine the Digital media Center and the Computer Training Lab through a doorway. The DMC will have all the same technology equipment and the computer training lab will receive new furniture that is movable. It is our plan that we will be able to offer more technology programs through this change. The Endowment/Foundation has generously offered to pay for the new furniture, and we have MRR funding at 50% for the construction work. The total estimated cost for construction is \$13,000 so that will be \$6,500 from our SPLOST account.
- Continuing to look through the pandemic to the other side, board member and audiologist Holly Kaplan arranged for us to visit the Temple to see the hearing loop system that they installed. It was a very productive meeting, and we thank her for her expertise in this matter. With contingencies, we expect the audio loop to cost approximately \$13,000 for the Appleton Auditorium. I have arranged a 50% split with GPLS MRR funds, so the cost to us would be about \$6,500. Again, the Library Endowment/Foundation has agreed to absorbing this expenditure so we will not have to use SPLOST funds. We will be getting the RFID loop that is accessible through smartphones. In addition, we will purchase a certain number of devices that can be used in place of a smartphone in case the program participant does not have a smartphone. We continue to investigate grants that would enable us to loop all the meeting rooms in the Region.
- We expect to have [Tutor.com](https://www.tutor.com) available to or patrons by the middle of January. Tutor.com is a tutoring service (and much more) that the Regional Board agreed to fund for this year, while so many students are learning from home.
- Our Staff Development Day was a success again this year, even with COVID. The Staff Person of Distinction honor was awarded to two staff persons this year both working for the Region but out of the headquarters building. *Robin Fay*, who is our webmaster and has worked extremely hard during the pandemic crisis to keep our online activities started and then running smoothly. *Lindsay Josey* is our Collections Librarian. Lindsay was in charge of changing our collection purchases from print to electronic materials. She did this swiftly and continues to order e-materials. Both Robin and Lindsay were instrumental in our success reaching patrons throughout this crisis.
- I added a new award this year. The “Most Valuable Team Award”. I believe it will be an important award as we move forward in years to come. The rules of the Staff

Person of Distinction Award are that no member of the Resource Team is permitted to win – the award was created for frontline staff only. However, this year, a year like no other, required an acknowledgement of a team that worked long hours creating, supervising, devising, organizing, and planning our public and internal response to the COVID crisis. They continue to do this work. The first Most Valuable Team was awarded to our hardworking Resource Team members.

- With funding leftover from our Trauma-Informed IMLS Grant, I have formed a coalition of community groups and members to present programs and/or events to address social justice/anti-racism. There are about 21 members from various walks of life and non-profit organizations. Our first event will be a “One Book Athens” community read and discussion. The book that has been selected is the national award-winning book “Stamped: Racism, Anti Racism, and You” by Ibram X. Kendi and Jason Reynolds. We hope to get teens involved in the reading as well as adults. We are working with Avid Books in the hopes of having the event culminate with the authors virtual visit/discussion with our community. There are other events/programs that are being planned and I will keep you informed as they progress.

Old Business: None

New Business:

- Update Board list - The Board contact and committee list will be sent to each Trustee to review and report back if changes need to be made. Once updated it will be sent to all Trustees.
- Approval to use SPLOST funds in the approximate amount of \$6,700 for an upgraded ventilation system at the Headquarters Branch. Unanimously Approved. (Motioned by Ms. Bogue, Seconded by Ms. Cox)
- Approval to use approximately \$270 COVID Restricted account for an upgraded ventilation system at the Pinewoods Branch. Unanimously Approved. (Motioned by Ms. Bogue, Seconded by Ms. Ritter)
- Approval to submit the 2022 budget proposal to the ACCUG Finance Department. Unanimously Approved. (Motioned by Ms. Hunt, Seconded by Mr. Wood)
- Approval for Friends Liaison appointment from that Board. Unanimously Approved (Motioned by Ms. Cox, Seconded by Ms. Ritter)

Meeting was adjourned at 5:16pm Unanimously Approved (Motioned by Chair Russell, Seconded by Ms. Ritter)

Next Meeting April 13, 2021 at 4:00 pm

Requests & Board Actions

- Accepted for a member of the Board of Trustees will be appointed to the Athens-Clarke County Foundation, Inc Unanimously Approved. (Motioned by Ms. Bogue, Seconded by Ms. Cullen)
- Approved to appoint Designated Member Svea Bogue of the Athens-Clarke County Board of Trustees to the Board of the Athens-Clarke County Foundation, Inc. Unanimously approved. (Motioned by Mr. Timmons, Seconded by Ms. Clark)
- Approved to use SPLOST funds in the approximate amount of \$6,700 for an upgraded ventilation system at the Headquarters Branch. Unanimously Approved. (Motioned by Ms. Bogue, Seconded by Ms. Cox)
- Approved to use approximately \$270 COVID Restricted account for an upgraded ventilation system at the Pinewoods Branch. Unanimously Approved. (Motioned by Ms. Bogue, Seconded by Ms Ritter)
- Approved to submit the 2022 budget proposal to the ACCUG Finance Department. Unanimously Approved. (Motioned by Ms. Hunt, Seconded by Mr. Wood)
- Approved for Friends Liaison appointment from that Board. Unanimously Approved (Motioned by Ms. Cox, Seconded by Ms. Ritter)

ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES

Tuesday, April 13, 2021

AGENDA

1. Call to order
2. Announcements
3. Public Comment [3-minute limit]
4. Approval of January 12, 2021 Minutes, Regular Meeting,
5. Approval of the April 13, 2021, Meeting Agenda
6. Acceptance of Financial Report, FY2021 Q3. prepared by Mamie Fike, Business Manager
7. Committee Reports
 - a. Endowment
 - b. Friends
 - c. Winterville
8. Director's Report
 - a. Introduce new staff
 - b. COVID-19 Updates
 - c. News from the State
9. Communications
10. New Business
 - a. Updated Board List
 - b. Updated Committee List
11. Board Actions
12. Old Business
13. Adjourn

Next Meeting – July 13, 2021 at 4 pm

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, April 13, 2021 Meeting
Athens-Clarke County Library Board Room

Vice Chair Kaplan called the meeting to order at 4:02pm. Trustees in attendance are Ms. Bogue, Ms. Clark, Ms. Cox, Ms. Cullen, Ms. Hall, Ms. Kaplan, Mr. Jordan, Ms. Mize, Ms. Ritter, Mr. Vernotico, Mr. Timmons, and Mr. Woods. Absent were Ms. Boydstun, Ms. Darnell, Ms. Green, Ms. Hunt, and Chair Russell. Staff members present were Ms. Bell, Ms. Mayfield, Ms. Fike, Ms. Green, Ms. Shimobi-Obijuru, Ms. Plaksin, Mr. Bush, Ms. Bartra, Ms. Schumman, Ms. Eades, and Ms. Price.

Announcements:

Ms. Mayfield announced Ms. Bartra as the new Branch Manager of the Pinewoods Branch.

Ms. Bell announced Ms. Mayfield's promotion from Circulation Desk Supervisor to Assistant Director of Regional Services. Ms. Bell shared that Ms. Mayfield was outstanding throughout the interview process, and possesses outstanding organizational and team building skills.

Ms. Bell announced Ms. Shimobi-Obijuru's promotion from Lead Circulation Supervisor to Regional circulation Coordinator. Ms. Mayfield shared that Ms. Shimobi-Ogijuru's excellent organizational and problem solving skills will fit perfectly into her new role.

Ms. Bell announced Ms. Price as the new Administrative Assistant. Ms. Bell shared that Ms. Price is a self-starter with excellent organizational and customer service skills. Her bright personality stood out from other candidates.

Public Comment: None

Approval of Minutes:

- The Draft Minutes from the January 12, 2021 meeting were unanimously approved.

Approval of Agenda:

- The Agenda was then adopted and unanimously approved. (Moved by Mr. Vernotico, Seconded by Mr. Woods)

Financial Report:

- FY2021 - QTR 3, unanimously approved. (Motioned by Mr. Timmons, Seconded by Br. Vernotico)

Committee Reports:

- **Foundation**

Ms. Bogue gave the report for the Foundation. She stated that the Foundation is currently valued at around \$1,500,000.00 as of the 1st of January, 2021. Ms. Bogue stated that the Foundation moved \$60K from the Merrill Lynch account to the Suntrust bank account to be used locally. Ms. Bogue stated that the current interest accrued on the account was \$14,652 for the month, and that the value today, per Meg Parker at Merrill Lynch, is \$1,494,184.00 Ms. Bogue stated that she has met with David Baker twice to finalize plans to get people to come forward and serve on the Foundation Board of Directors. He thinks 6 members will be needed, and he plans to have that many serving by December 2021.

- **Friends of the Library** - Geraldine Kalim gave the report as the liaison for the ACCL Friends of the Library. She is currently the Secretary. She reports that the friends are thinking of creative ways to sell books by the box and by the bag online, but they are still in the planning phase. She stated that they are exploring selling items with their logo as a revenue generating idea. She stated that the board needs new members, and asked everyone to send folks her way. She also mentioned the slogan contest and thanked those for participating.

- **Winterville**

Marie Mize gave the report, and stated that they have 2 new members and a new chair in the upcoming year. She expects great things from the new board. She thanked the board and Val for helping them during the last year of COVID. Jonathan Scott will be the new chair. She mentioned that there is a new arborist in Winterville that is planning great things for the city and the library. The book clubs have resumed outside in Pittard Park, curbside continues, and the summer reading programs will continue to be done virtually this year. She also congratulated Toby Mayfield on her promotion and stated that she looked forward to working with her.

Director's Report:

News from the State

- We received .40 cents per capita for materials; up from .35 cents per capita. MRR funding went down slightly. ARLS was cut back around \$100K for MRR. Val expressed that she spoke with Nate Rall to make sure the situation would be okay for the libraries.
- Tech funding was not included in the FY22 budget. We received \$200 million dollars nationally for libraries. The majority of the funding will go through LSTA and IMLS to the states, through grants and mini grants.
- The Georgia allotment is a little over 4 million dollars. It's part of the ARPA stimulus package focused on pandemic response, and the digital divide.
- Director Bell, Sue Plaksin, and Donna Brumby (former AD, now consultant) have been working on possible grant funding.

Covid Updates

- New Executive Order from the Governor: as of April 7, 2021, the order extends the public health state of emergency and Covid guidance. It provides vaccines, and eliminates the gathering ban and distance requirements. Unfortunately, as Director Bell states, it eliminates the mask mandate.
- Director Bell will speak with Mr. Timmons for insight regarding the Governor's Order and mask mandates. ACC has a mask mandate, but other counties in the region do not. Director Bell states that this may be an issue. Signs will be produced that read, "mask recommended" instead of, "mask required."
- Director Bell states that as was planned before the Executive Order, ACC Library will go back to normal hours May 15 or May 17, as the numbers are looking good. We are now operating between 80% and 90% service hours.
- Director Bell states that they are keeping track of any variances that may change this date.

ACCL News

- Director Bell spoke on the Audit AUP performed by CPA Terry Masters in February. She stated that ARLS received two findings, which is typical per annual audit engagement. The findings will be discussed more at the ARLS board of Directors meeting. The findings were classification of state salaries, and misclassification of MRR monies. Both of these findings have since been addressed in Ms. Fike's corrective action plan.
- Director Bell expressed excitement about the library's participation with approximately 20 other community groups with One Book Readathon. One Book has been done around the country, but never before in Athens. She states that

this is part of an IMLS Trauma Informed grant. One Book is reading “Stamped,” by Jason Reynolds and Ibram X Kendi. The authors will be part of the Zoom celebration along with the new children’s book author of the same title. The first discussion will be hosted by Jeanette Rankin Foundation on April 29th.

- Director Bell reported that the Dr. Seuss corporation pulled 6 books from publication. She stated that we followed policy, and put the books through our request for reconsideration. Three librarians led the team; Evan Bush, ACCL Children’s Librarian, Rebecca Ballard, Oconee County Library Children’s Librarian, as well as Director Bell. They decided that the books did contain value as historical merit. It was decided that the books would remain in the collection. The books will not be checked out, but will be available to the community in our Reference or Heritage collections.
- Director Bell also stated that it was National Library Week. All locations received proclamations from their counties. The library also did a DEAR (Drop Everything and Read) video that can be viewed on the library’s website.
- Director Bell stated that because of the success of early voting at the library, she offered the meeting rooms to the Mayor and the Department of Health as a possible vaccination site. She stated that over 13K people came in to vote early, and if we could make it easier to get the vaccine locally, we may help eradicate the virus.
- Director Bell stated that the Director of Lay Park has indicated that the book drop is in bad shape. Director Bell stated that they may use funds from the year end reserves to repair the book drop. Mr. Vernotico questioned if there were any other books that may be racially or gender sensitive that the library might be proactive in addressing. Ms. Cullen warned that this could potentially be problematic. Director Bell stated that there is a new document/policy that the Regional Board will review for our statement on offensive things that may have historic value. The Regional Board will review our new policy.

Communications:

- Ms. Kaplan stated that her husband has accepted a new job at St. George University on the island of Grenada. She is moving abroad, and this would be her last meeting. Director Bell congratulated and thanked her for all of her time serving on the board.
- Director Bell invited the board to read the comments of praise from patrons listed in the children’s section of the Director’s Report.
- Ms. Cox asked for an update on the Eastside library. Director Bell informed her that it is still in the pipeline, but they are working on forming two groups (one big, one small) that will begin the process. She will inform the board as soon as she hears any news on the project.

New Business:

- A new Board list and Committee list was presented. Director Bell stated that if there were any edits, Ms.Price should be contacted.

Board Actions: none

Old Business: none

Meeting was adjourned at 4:55 p.m. by Vice Chair Kaplan. (Unanimously approved without opposition)

Next Meeting July 13, 2021 at 4:00 p.m.

ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES
Tuesday, July 13, 2021
AGENDA

- I. Call to order
- II. Announcements
- III. Public Comment [3-minute limit]
 - a. Lawrence Harris, Head of Community Engagement CCSD
- IV. Approval of April 15, 2021 Minutes, Zoom Meeting,
- V. Approval of the July 13, 2021, Meeting Agenda
- VI. Acceptance of Financial Report, FY2021 Q4. prepared by Mamie Fike,
Business Manager
- VII. Committee Reports
- VIII. Director's Report
- IX. Communications
- X. New Business
- XI. Board Actions
 - a. Ratify salary supplements as discussed
 - b. Acceptance of Proposed FY2022 Budget
- XII. Old Business
- XIII. Adjourn

Next Meeting – October 12, 2021 at 4 pm

ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES

Minutes of July 13, 2021 Meeting

ACCL Boardroom 4:00 p.m.

Chair Russell called the meeting to order at 4:02pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Cullen, Ms. Darnell, Ms. Hunt, Ms. Cox, Ms. Ritter, Chair Russell, Mr. Timmons, Ms. Mize, and Mr. Woods. Absent were Ms. Clarke, Ms. Hall, Mr. Jordan, and Mr. Vernotico. Staff members present were Ms. Bell, Ms. Mayfield, Ms. Plaksin, Ms. Green, Ms. Fike, Ms. Price, Ms. Flanigan, Ms. Shimobi-Obijuru, Mr. Bush, and Ms. Schumman and Ms. Shull.

Announcements:

- Ms. Bell agreed to delay announcements until her Director's Report in order to accommodate the schedule of guests, Soraia Felgenhauer and Lawrence Harris of CCSD.
- Ms. Ritter announced board member Stephanie Hall recently welcomed her first child -- a beautiful baby girl!! Both mom and baby are doing well. Congratulations!!

Public Comment:

Soraia Felgenhauer and Lawrence Harris of CCSD gave comments via Zoom. Mr. Harris is the Head of Community Engagement and Partnerships at CCSD. The point of discussion was building a stronger partnership between CCSD and the Library. Some topics discussed were more effective ways of promoting the Library's services to students and parents of CCSD, and Tutor.com.

Director Bell stated that Tutor.com is a service available to all students with a library card, free of charge. Mr. Harris and Miss Felgenhauer offered to put Tutor.com and other Library offerings in the monthly CCSD newsletter in an effort to communicate Library services more effectively to parents.

Both parties expressed excitement in building a stronger partnership between the Library and CCSD.

Approval of Minutes:

- The Draft Minutes from the April 13, 2021 meeting were unanimously approved.

Approval of Agenda:

- The Agenda was then adopted and unanimously approved. (Moved by Miss Bogue, Seconded by Mr. Timmons)

Financial Report:

- FY2021 - QTR4 , unanimously approved. (Motedioned by Miss Bogue, Seconded by Miss Cox)

Committee Reports:

- **Foundation**

Ms. Bogue gave the report for the Foundation. She stated that the Foundation is doing well and is currently valued at \$1,569,000.00. The first Foundation meeting will be held at the Library, August 5, 2021, at 12 noon. The Foundation will review bylaws, and discuss fundraising for special projects at the first meeting. Director Bell stated some of the Foundation's short term goals are raising funds for tech and collection development, community enrichment, and creating welcoming and entertaining spaces. Consultant, David Baker is actively recruiting members.

- **Friends of the Library**

Chair Russell reported that Miss Kalim could not attend today to give the report.

- **Winterville**

Marie Mize gave the report, and stated that Ellen Derwin was elected Vice Chair of the Library Association Board (LAB). She reported that patrons are happy the Library is open and are excited about outdoor storytimes. The Library offers outdoor storytimes during the Marigold Market held on Saturdays. There has been a very positive response from the community. The Library is also performing outreach by having outdoor storytimes at Pittard Park, and twice a month at Avery Place Retirement Home. This has been very well received by the community.

The Winterville section of the Firefly trail will be complete in October.

Director's Report:

News from the State

- Director Bell shared that the State has granted a one-time "supplement" to all State Library reimbursed positions of \$1,000. This was only for State reimbursed staff making \$80,000 or less. This was distributed in the June Checks. (Action Item)

- The “supplement” was given to library staff -- \$1,000 for those who worked through the pandemic. She stated the hiring cutoff date was 4/1/21. By then the worst was over and we were working towards normalcy.

Covid Updates

- Staff will continue to wear masks at work, primarily for their safety. Social distancing signs are still up and hand sanitizing stations are still at all locations.
- The Library teamed up with the Northeast Georgia Department of Public Health to provide space for vaccination clinics. This was done in Athens, Bogart, Madison, and Oglethorpe Counties.

ACCL News

- Director Bell shared that *One Book Athens: One Book Many Stories*, was very successful. The Library held an author event with the two authors AND the author of the elementary school edition, “Stamped: For Kids”. Ms. Bell commented that this was the first time ever that all three authors have been on a panel together at the same time. Over 584 people registered, and 331 attended. Additional programs that involve discussions have been planned through September.
- We continue to update the library website. All Branch Board members should be updated on the website.
- The ACCUG posted a Board position last week. If you know of a good candidate, please let them know to go to the ACCUG site and click on Boards for an application.
- Director Bell thanked Trudi Green and her team for all of their hard work regarding passport distribution. While not the same as FY2020, they are on the rise, which is good news.
- The Library returned to full open hours on May, 17, 2021 and meeting rooms opened to the public for meetings on June 1. Both Resource Centers, Lay Park and East Athens, were opened and resumed regular hours on May 17th and June 6th respectively.
- Director Bell stated that we are switching from Windstream and working with a company called ENA. Branches will receive more than double their internet speeds. She thanked IT Manager, Greg Deal and his team for all the work that went into this change.
- The tool library has been cataloged, and we are insured. We are now ready to start circulating tools as part of our “Shareables: Library of Things” collection.
- Ms. Bell explained that due to Coronavirus and limited staffing, there was money left over this year. She would like to distribute funds as outlined in the July 13 Director’s Report and agreed to a future discussion.
- An increase in security was discussed. Miss Cullen asked if there was a need for security in the morning. Miss Darnell inquired if security issues were mostly related to mental health issues and/or homelessness. Director Bell agreed that security is an important issue and was open to staff comment. Miss Green

commented that most incidents can be handled, however, it's hard to predict when things will escalate. Miss Shimobi-Obijuru agreed.

Communications:

- Ms. Bell introduced Jashondra Flanigan. Miss Flanigan will graduate with her Master's Degree in Human Relations very soon and was hired as an HR Generalist. She will work with Sue Plaksin in HR and handle purchasing for the Library. Jashondra has already proven herself to be a capable and organized part of the team.
- Director Bell announced Eddie Whitlock's retirement. Eddie worked for ACCL for over 11 years and retired June 30th. He will be missed.
- A new organizational chart was presented for review.

New Business:

None

Board Actions:

Unable to ratify action items due to lack of quorum. Mr. Timmons motioned the meeting recess until a vote was taken (seconded by Mr. Woods).

Old Business: none

Meeting was adjourned at 5:28 p.m. by Chair Russell. (Unanimously approved without opposition)

Next Meeting October 12, 2021 at 4:00 p.m.

ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES
Tuesday, October 12, 2021
AGENDA

- I. Call to order
- II. Announcements
- III. Public Comment [3-minute limit]
- IV. Approval of July 13, 2021 Minutes, Regular Meeting,
- V. Approval of the October 12, 2021, Meeting Agenda
- VI. Acceptance of Financial Report, FY2022 Q1. prepared by Mamie Fike
- VII. Committee Reports
 - Friends of the Library
 - Foundation
 - Winterville
- VIII. Director's Report
- IX. Communications
- X. New Business
 - Review of Constitution and Bylaws
 - Meetings during an emergency
- XI. Board Actions
 - Ratify expenditures of unrestricted funds as presented in the July 13, 2021 Director's Report
 - Ratify the salary supplements as discussed 7/13/2021 (voted electronically)
 - Accept the FY2022 budget as presented 7/13/2021 (voted electronically)
- XII. Old Business
 - Committees
 - Assignments
 - \$30,000 East Side Library Funds discussion
 - Election of Vice Chair
- XIII. Adjourn

Next Meeting – January 11, 2022 at 4 pm

ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES

Minutes of October 12, 2021 Meeting

Multi-Purpose Room B, 4:00 pm

Chair Russell called the meeting to order at 4:05pm. Trustees in attendance are Ms. Bogue, Ms. Boydstun, Ms. Cullen, Ms. Darnell, Ms. Hall, Ms. Hunt, Ms. Cox, Mr. Mason, Ms. Ritter, Chair Russell, Mr. Timmons, Ms. Mize, and Mr. Woods. Absent were Ms. Clarke, Mr. Jordan, and Mr. Vernotico. Staff members present were Ms. Bell, Ms. Price, Ms. Plaksin, Ms. Green, Ms. Shimobi-Obijuru, Ms. Schuman, Ms. Fike, Ms. Mayfield, and Mr. Bush.

Announcements:

- Marie Mize and Julie Darnell are at the end of their term and are rolling off the Board at the end of the year. They were each presented with a selected title and book plate recognizing their service.
- New Board member, Steve Mason, was introduced. He is the Executive Director of Bigger Vision Athens.
- Board member, Stephanie Hall, welcomed a new baby.

Public Comment:

None

Approval of Minutes:

- The Draft Minutes of the July 13, 2021 regular meeting were unanimously approved. (motioned by Ms. Bogue, seconded by Mr. Woods)

Approval of Agenda:

- The October 12, 2021 Meeting Agenda was adopted and unanimously approved. (motioned by Mr. Timmons, seconded by Ms. Boydstun)

Financial Report:

- Ms. Fike gave the report. She reported revenue is at 24.48%. This is slightly low, but better than last year.
- FY2022 Q1 Financial Report was unanimously accepted. (motioned by Ms. Cox, seconded by Ms. Ritter)

Committee Reports:

- **Friends of the Library**

Ms. Kalim gave the report for the Friends. She is excited to report that there are 7 new members and the Friends are looking forward to a more active year. The Grab Bag Sale and online merchandise have been successful.

The Friends of the Library book sale will take place November 10 - 13th. Safety protocols will be in place.

They are planning to start receiving donations shortly after Thanksgiving.

Events are being planned in hopes of reaching a younger group. A local young adult author specializing in horror and modern Greek mythology will visit on November 5th. Chair Russel inquired about when the t-shirt printing would be complete. Ms. Kalim reported that the issue is with Satisfactory Printing and is being addressed. If anyone has questions regarding the t-shirts, please feel free to contact the Friends of the Library.

- **Foundation**

Ms. Bogue gave the report. The Foundation has met 3 times this year. The current value is \$1,562,938.00.

New Foundation folders describing what The Foundation does were distributed. They are actively seeking new members and donors.

- **Winterville**

Marie Mize gave the report. She thanked the Board for all the things they do for the Library.

The Firefly Trail is complete. She invited everyone to visit the city and the Library.

Director's Report:

The Library is partnering with several local charities and nonprofit organizations to collect hygienic products in support of the local Thanksgiving Feed the Hungry event. Our Library Card Sign Up Month campaign, *Get Carded*, was a success! Several businesses (19 in Athens and 32 regionally) signed on to offer discounts and promotions throughout the month of September. The campaign received lots of engagement on social media and was covered by *The Red & Black*. We had 18 raffle prizes donated by participating businesses to give away for prize drawings at the end of September. Director Bell thanked Rhiannon Eades for taking the lead on such a successful campaign.

Ms. Bell invited Assistant Director, Trudi Green, to share a quilt made by the Everyday Readers group. Ms. Green explained Everyday Readers is an adult literacy group that meets at the Library weekly. She presented a tapestry made by a member of the group that read, *"To Athens Clarke County Library, Thanks for helping us learn English."* Director Bell went over the *Open Meetings Act* included in the folder given to each Board member.

Athens-Clarke County is still under a mask mandate. We are offering programming with safety in mind and MPR's are open and being offered to the public at 50% capacity.

We are planning to move our website to a WordPress platform. Proposals have been requested from three companies. The proposal and a company recommendation will

be sent to the ARLS Board so that we can move forward with a new and easier to manage website.

IT Manager, Greg Deal and his team have completed the print management project. Once all staff have been trained, we will move forward with a publicity campaign for the print on demand feature. So far, patrons and staff at ACCL are enjoying the features of this new system.

Joy Ovington's departure left the Library in need of a Library Store Manager. Director Bell asked the Board if they would consider the idea of the Friends taking over the management and profits of the Library Store. If so, she would be happy to approach the Friends with this idea. (Action Item)

The Library Foundation has met twice this year. She invited the board to share if they knew of anyone who may be interested in joining or donating to the Foundation. The new Foundation folders were given to each Board member for review.

The East Side Library project is underway. Ms. Bell has met several times with the Project Administrator and Manager. The first "kick off" meeting was on August 31st and the second meeting is scheduled for October 6th.

The discussion has begun regarding the Pines PLAY Card being issued to every CCSD student. CCSD staff, GPLS staff, and ACCL staff have met twice. The MOU for their consideration has been sent. Once it is signed by both parties, we will move forward. Last quarter the Regional Board requested Director Bell start the Strategic Planning process. She has prepared a RFP for a consultant, and will share it with the ARLS Board next week.

The Flagpole article about salaries at the Library was discussed. Ms. Bell informed the Board that she has met with several Commissioners and Mayor Girtz. They discussed raising salaries over a period of time. She is working with Mamie Fike on a three-year plan that will start salaries at 16.00 an hour while still maintaining the integrity of education, title, and responsibility. Director Bell presented the *ACCL 3 Year Salary Proposal to the Board*. It is still being worked on.

Ms. Bell shared with the Board some of the projects she and the Resource Team are working on during this busy time of year which includes:

The East Side Branch Building Project

Wire Park Watkinsville Branch Building Project

The Library Foundation

Strategic Planning and Direction

Web Design and Migration Project

Technology changes and upgrades

A stabilized living wage for staff

Communications:

- Ms. Ritter asked if there was any way more notice can be given when there is a vacancy on the Board that needs to be filled. Chair Russell stated that Athens Clarke County puts out a list of all Board vacancies. Ms. Bell added that she receives an email from the county when there is an opening, and when Board member's terms are due to expire. She always shares this with the Board.
- Director Bell presented the LED Lighting Proposal pamphlet to the Board. Ms. Mayfield gave a short presentation. The total cost after MRR is \$715.38. Energy Harness Corporation will take on all responsibility for installation and maintenance of lighting. The projected savings is \$588.00 yearly.
The Board voted unanimously to move forward with LED Lighting Proposal. (listed under Board Actions)

- Chair Russell would like each Board member to have a binder for meeting minutes, and other Board information. Ms. Price will assemble the binders and present them to the Board at the January meeting.

New Business:

- Review of Constitution and Bylaws
Chair Russell stated that a committee needs to be assembled to review and suggest any revisions to the Constitution and Bylaws. Mr. Woods, Ms. Hunt, and Ms. Cox volunteered for the committee. They will report their findings at the January meeting.
- Meetings during and emergency
Director Bell presented a handout outlining open meetings law.

Board Actions:

- Ratify expenditures of restricted funds as presented in the July 13, 2021 Director's Report. Unanimously approved. (motioned by Ms. Bogue, seconded by Ms. Darnell)
- Ratify salary supplements as discussed July 13, 2021. Unanimously approved. (motioned by Ms. Hunt, seconded by Ms. Cox)
- Accept FY2022 budget as presented July 13, 2021. Unanimously approved. (motioned by Mr. Timmons, seconded by Ms. Hunt)
- Vote for \$30,000 East Side Library funds. Unanimously approved. (motioned by Mr. Timmons, seconded by Ms. Boydston)
- Election of Vice Chair, Ms. Alice Hunt. Unanimously approved. (motioned by Ms. Hunt, seconded Ms. Bogue)
- Approval to move forward with Pinewoods LED Lighting with Energy Harness. Unanimously approved. (motioned by Ms. Bogue, seconded Ms. Hunt)
- Approval to approach Friends with the idea of managing the Library Store. (motioned by Ms. Bogue, seconded Ms. Hall)

Old Business:

- Committees
Chair Russell stated recommendations for next year's committees should be emailed to her.
- Assignments
Committee assignments will be discussed at the January Board meeting.
- \$30,000 East Side Branch
Unanimously approved (listed under Board Actions)
- Election of Vice Chair
Ms. Alice Hunt will serve as Vice Chair.
Unanimously approved. (listed under Board Actions)

Meeting was adjourned at 5:08 p.m. by Chair Russell. (Unanimously approved without opposition)

Next Meeting January 11, 2022 at 4:00 p.m.